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Outline of Requirements

For

Normal Training High Schools, Secondary Agricultural Schools, Denominational and Private Colleges with Respect to Certification of Graduates.

ISSUED JUNE 15, 1913, BY

R. H. WILSON
State Superintendent of Public Instruction

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OUTLINE OF REQUIREMENTS

for

Normal Training High Schools, Secondary Agricultural Schools, Denominational and Private Colleges with Respect to Certification of Graduates.

In compliance with the recommendations of the State Department of Education, the Fifth Legislature of Oklahoma enacted two laws,—Senate Bill No. 364 and House Bill No. 556,—authorizing the issuance of teachers' certificates, without examination, to the graduates of certain secondary schools and colleges where approved courses in professional training are given.

The law authorizing the State Superintendent to issue certificates to graduates of High Schools and the Secondary Agricultural Schools is given in full below:

"BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA: Section 1. That the State Superintendent of Public Instruction may issue teachers' certificates, valid for two years, to all students who graduate from District Agricultural Schools or from fully accredited high schools when such schools have satisfied the said State Superintendent that the course of study completed by the students desiring such certificates is equivalent to a four years high school fully accredited with the State University and that the said schools have sufficient equipment for teaching agriculture, domestic science and manual training and that the students have completed such a course in psychology and the science of teaching as the said State Superintendent may prescribe. Certificates so issued shall license the holder to teach in any of the common schools in Oklahoma for a period of two years."

Approved March 11, 1915.

The City Superintendents were asked to meet at Oklahoma City for the purpose of discussing the provisions of this law with a view to having it administered in the interest of all the schools. At this meeting, which was held April 22nd, a tentative plan was submitted by the

State Superintendent which was agreed upon as a basis, and a copy of this plan was later sent to each City Superintendent in the State with the request that suggestions be offered. A committee of City Superintendents was appointed to confer with the State Superintendent after the suggestions had been filed. This committee met with the State Superintendent in the offices of the State Department of Education Monday, May 31st, and, after carefully considering all suggestions that had been filed, agreed upon the following plan and requirements:

TEACHERS

(a) The teacher who directs the Normal Training Course of any high school must be a normal or college graduate with at least twenty-four months of actual teaching experience, a part of which experience should have been in rural schools.

(b) All teachers employed in the high school must be college or normal school graduates or the holders of state high school certificates and the high schools must in other ways conform to the standard of the North Central Association of Colleges and Secondary Schools.

(c) No high school will be approved for this course unless all grades below the high school are taught by efficient teachers who have scholarship equivalent to that of high school graduation and approved professional training, provided that this ruling shall not apply to successful teachers now in the system holding first grade certificates with professional training and experience.

REQUIRED SUBJECTS

(a) Normal training courses shall be elective and must be given in the eleventh or twelfth grades. Graduates of this course must complete at least 16 high school units which shall include the units prescribed by the University.

(b) The Normal Training Course shall consist of at least one-half unit in Psychology; one-half unit in the science of teaching; one full unit in American History and Government; one full year's work in Agriculture with laboratory and demonstration work giving especial emphasis to school gardens and practice, not to be offered earlier than the eleventh grade, provided that in cases where this arrangement is found to be impossible, Agriculture may be offered in the tenth grade; not less than

one full unit in Domestic Science for girls and not less than one full unit in Manual Training for boys to be given during any year of the high school course; and one full unit in review courses of six weeks each, to include the following subjects in the order listed: Penmanship and Spelling, Reading, Physiology and Sanitation, Arithmetic, Grammar, and Geography. It is preferred that two units of Domestic Science or two units of Manual Training be required.

(c) One hour a day or its equivalent in time must be devoted to observation work, lesson plans, and practice teaching where possible, to give the students advantage of such work. All students taking the normal training course must do actual observation in all grades from first to eighth inclusive. The outline for the subjects included in the normal training course, together with an approved list of books for the professional library, will be published in the High School Manual, copies of which may be obtained from W. P. Stewart, publisher, Oklahoma City.

GENERAL REQUIREMENTS

(a) Regular students above the tenth grade or graduates of any high school shall be eligible to take this course. All high school graduates must be certified by the school graduating the student.

(b) The City Superintendent is required to certify under oath on blanks which will be furnished by the State Superintendent the courses completed by each applicant for a certificate, with the standing on a basis of 100 per cent. The blank furnished will be as follows:

SUPERINTENDENT'S CERTIFICATE

of

Work Done by Graduate of Normal Training High School.

.....

Name of High School

.....

Name of Graduate Age Sex Address

.....

Name of course completed Date of Graduation

CREDITS

First Year

	Number Mos. Studied	Length of Recitation Period	Number Recitations Per Week	Grade		Number Mos. Studied	Length of Recitation Period	Number Recitations Per Week	Grade
First Semester					*Second Semester*				
English					English				
Algebra					Algebra				
Latin or German					Latin or German				
.....					.....				
.....					.....				

Second Year

First Semester					*Second Semester*				
English					English				
Plane Geometry					Plane Geometry				
Latin or German					Latin or German				
.....					.....				
.....					.....				

Third Year

First Semester					*Second Semester*				
English					English				
Amer. Hist and Gov.					Amer. Hist. and Gov.				
Agriculture					Agriculture				
.....					.....				
.....					.....				

Fourth Year

	Number Mos. Studied	Length of Recitation Period	Number Recitations Per Week	Grade		Number Mos. Studied	Length of Recitation Period	Number Recitations Per Week	Grade
First Semester					*Second Semester*				
Pedagogy					Psychology				
Observation Work					Observation Work				
Reviews					Reviews				
Physics or Chemistry					Physics or Chemistry				
.....					.....				
.....					.....				

REVIEW COURSE

SUBJECTS	Number Weeks Studied	Length of Recitation in Minutes	Number Recitations Per Week	Grade
Penmanship and Spelling				
Reading				
Physiology and Sanitation				
Arithmetic				
Grammar				
Geography				

Description, in detail, of laboratory work and field work done in

Agriculture .....
.....
.....
.....

Description, in detail, of observation work done, naming grades in which done. (Where possible students should visit several rural schools). .....
.....
.....
.....
.....

Description, in detail, of work done in Domestic Science: .....
.....
.....

Description, in detail, of work done in Manual Training: .....
.....
.....
.....

I hereby certify that.....has completed the work indicated above in a satisfactory manner and has complied with all the requirements of the law and of the State Superintendent of Public Instrucion, and, in my opinion, has the essential qualifications of a teacher. I, therefore, recommend that

.....be granted a two year state certificate in accordance with the provisions of Senate Bill No. 364, approved March 11, 1915.

(Date)..... (Title).....

I, the undersigned, upon oath do depose and say that I have carefully checked the record of the above named applicant for a two year state certificate and that the record and statements herein contained are true and correct, to the best of my knowledge and belief, so help me God.

(Title).....

Subscribed and sworn to before me this.....day of....., 191....

.....
Notary Public.

My Commission expires....., 191....

(c) No certificate will be issued to an applicant unless recommended by the city superintendent as being a person having the essential qualifications of a teacher, which recommendation shall be indicated on the face of the certificate when issued. It shall be the duty of the

city superintendent and the teacher of the Training School to advise the students concerning their fitness for the profession of teaching, and to encourage only those pupils to take the Teachers' Training Course who give promise of making successful teachers.

(d) Every approved high school must have a professional library of at least 25 volumes selected from a list submitted by, or approved by, the State Superintendent of Public Instruction and must subscribe for not less than six of the best Teachers' magazines published. Laboratory equipment must be equivalent at least to the minimum amount required for fully accredited high schools to the North Central Association. The school will be inspected each year by the State Superintendent or by some suitable person appointed by him.

(e) Each high school desiring to qualify under this law will be required to file an application for approval of the Normal Training Course not later than September 1, 1915, upon blanks to be furnished by the State Department of Education, provided that in the future any school desiring to meet these requirements may be permitted to do so on or before the first day of September each year.

Below is the form of application prescribed by the State Superintendent for schools desiring to be designated as Normal Training High Schools. These blanks may be secured from the State Superintendent.

APPLICATION
for
Approval as Normal Training High School.

Name of School.....
Location.....
Number of Years in High School Course.....
Accredited with the University of Oklahoma for.....Units
Number of years school has been fully accredited.....
Date of last inspecion by High School Inspector.....191....
Enrollment by years:

First..... Second..... Third..... Fourth.....
Number of graduates last year: Male..... Female..... Total.....
Number Teachers in High School: Male.... Female.... Total.....
Number Teachers in Grades: Male..... Female..... Total.....

HIGH SCHOOL TEACHERS

Name	Subjects Taught	Kind of Certificate	Graduate of (Give Degree)
.....	.....	.....	.....

.....

.....

TEACHER OF PROFESSIONAL SUBJECTS

Name..... Age..... Sex.....

Teaching Experience in detail: .....

.....

.....

Graduate of..... Date of Graduation.....

Degree..... Number of years in course.....

Enumerate professional subjects taken in College.....

.....

What subjects, if any, will teacher have in addition to the professional subjects? .....

Give standard of qualifications required for grade teachers.....

.....

GENERAL EQUIPMENT.

Agriculture .....

.....

..... Value $.....

Amount of space in demonsration plat.....

Distance from school.....

Domestic Science .....

.....

..... Value $.....

Manual Training .....

.....

..... Value $.....

Value of equipment in laboratories:

Physics $..... Physiography $.....

Chemistry $..... Botany $.....

Library, Number of Volumes..... Value $.....

Titles of professional books in library: .....

.....

.....

.....

Teacher's Journals subscribed for: .....

.....

.....

HIGH SCHOOL COURSE OF STUDY.

First Year

First Semester	*Second Semester*
.....	.....
.....	.....
.....	.....
.....	.....

Second Year

First Semester	*Second Semester*
.....	.....
.....	.....
.....	.....
.....	.....

Third Year

First Semester	*Second Semester*
.....	.....
.....	.....
.....	.....
.....	.....

Fourth Year

First Semester	*Second Semester*
.....	.....
.....	.....
.....	.....
.....	.....

I hereby certify that the foregoing statements are correct.

....
Date Superintendent.

It is the desire of the State Superintendent to make the requirements broad and helpful to the Schools of the State. No technicalities will be invoked to exclude any high school which in a general way meets these requirements.

The requirements are subjects to change from year to year as experience teaches the necessity or advantage of such changes. In order that the course may be made to serve the schools in an efficient manner and that the certificates issued under this plan may be valued highly by school officials, the State Superintendent will welcome

suggestions from the city superintendents and the teachers who direct the Normal Training Classes. No changes will be made in the requirements as outlined herein for the school year ending June 30th, 1916. In no case will exceptions be made to the above requirements.

The following is the form of certificate that will be issued:

HAVING completed in a satisfactory manner the Course of Study prescribed for the..... School, and having met all the requirements of the State Superintendent of Public Instruction as to Agriculture, Pedagogy, Psychology, Domestic Science or Manual Training, Observation Work, and Review Work is granted this

State Certificate

Valid for a period of two years from the date hereof unless sooner revoked. This certificate shall license the holder to teach in the Primary or Grammar Grades (from first to eighth inclusive) of any of the common schools of the State of Oklahoma.

It is certified under oath by the.....of said school that the holder of this Certificate has complied with all the requirements of the law and of the State Superintendent and is entitled to this Certificate.

This is to certify that I know personally of the qualifications of the holder of this Certificate and that ....he has completed in a satisfactory manner all the requirements of law and of the State Superintendent of Public Instruction. I recommend that .....be given this Certificate.

(Title) .....

Given under my hand at Oklahoma City, State of Oklahoma, this.....day of....., 191..

.....
State Superintendent of Public Instruction

This Certificate is not renewable unless the holder hereof has had at least one full year's work in the State University or in one of the State Normal Schools of Oklahoma prior to the date of renewal.

SECONDARY AGRICULTURAL SCHOOLS

The law as printed on page 1 of this bulletin includes the Secondary Agricultural Schools among those schools which may offer normal training courses. At a meeting of the State Board of Agriculture and the Presidents of the Secondary Agricultural Schools, the following course of study was agreed upon and submitted to the State Superintendent by Hon. J. F. Darby, representing the Board of Agriculture and the Presidents. The State Superintendent approved and accepted the course.

COURSE OF STUDY FOR SECONDARY AGRICULTURAL SCHOOLS.

FRESHMAN

Boys

First Term

5—English
5—Advanced Arithmetic
3—(2)—Physical Geography
2—(4)—Stock Judging
(2)—Music
(4)—Drawing
1—(2)—Grain Judging
(4)—Carpentry
(2)—Practice Work

Second Term

5—English
5—Algebra
3—(2)—Elementary Agriculture
(2)—Music
(4)—Drawing
(4)—Carpentry
(2)—Practice Work
2—(4)—Types and Breeds
3—Farm Crops

Girls

First Term

5—English
5—Arithmetic (Advanced)
(2)—Music
(4)—Drawing
(2)—Practice Work
3—(2)—Physical Geography
(4)—Cooking
(2)—Basketry
(4)—Sewing

Second Term

5—English
5—Algebra
(2)—Music
(4)—Drawing
3—(2)—Agriculture
(4)—Cooking
(2)—Practice Work
(2)—Social Culture
(4)—Sewing
(2)—Laundering

SOPHOMORE

Boys

First Term

5—English
4—Ancient History
5—Algebra
3—(4)—Botany and Forestry
3—(4)—Dairying
(4)—Blacksmithing
(3)—Practice Work

Second Term

5—English
5—Algebra
4—Medieval and Modern History
3—(4)—Botany, Vegetable Gardening, Fruit Growing

Girls

First Term

5—English
5—Algebra
3—(4)—Botany
4—Ancient History
(2)—Practice Work
(4)—Cooking
(4)—Sewing
2—Domestic Hygiene
3—Textiles

Second Term

5—English
5—Algebra
3—(4)—Botany
4—Medievel and Modern History
(2)—Practice Work

3—(4)—Dairying
(4)—Blacksmithing
(2)—Practice Work
4—(2)—Farm Management

(4)—Cooking
(4)—Sewing
2—Domestic Hygiene

JUNIOR

BOYS

First Term
5—English
5—Plane Geometry
3—(4)—Chemistry
3—(4)—Soil Physics
(4)—Farm Accounts
(2)—Practice Work
5—American History, Advanced

Second Term
5—English
5—Plane Geometry
3—(4)—Chemistry
3—(4)—Zoology
(4)—Farm Mechanics
3—(4)—Poultry
(2)—Practice Work
5—Civics

GIRLS

First Term
5—English
5—Plane Geometry
3—(4)—Chemistry
(4)—Farm Accounts
(2)—Pracice Work
2—Home Nursing
(4)—Cooking
2—Household Arts
(4)—Sewing

Second Term
5—English
5—Plane Geometry
3—(4)—Zoology
3—(4)—Chemistry
3—(2)—Poultry
(2)—Practice Work
(4)—Fine Needle Work
3—Home Economics
(4)—Cooking

SENIOR

BOYS

First Term
5—English, Literature and Classics
3—(4)—Physics
4—(2)—Veterinary Science
3—(2)—Soils and Fertilizers
5—Advanced Algebra, or
5—Psychology
5—History of Education
(2)—Practice Work

Second Term
5—American Literature and Classics
3—(4)—Physics
4—(2)—Entomology
4—(2)—Feed and Feeding
5—Solid Geometry, or
5—Theory and Practice of Teaching
5—School Management
(2)—Practice Work

GIRLS

First Term
5—English
5—Advanced Algebra, or
5—Psychology
5—History of Education
3—(4)—Physics
(2)—Practice Work
(4)—Dressmaking
(4)—Cooking

Second Term
5—English
5—Solid Geometry, or
5—School Management
5—Theory and Practice
3—(4)—Physics
4—(2)—Entomology
(4)—Millinery
(4)—Sewing
(4)—Cooking

The requirements as to teachers employed, affiliation with the State University, equipment, application for approval, and certification of graduates, shall be the same for the Secondary Agricultural Schools as for the high schools.

DENOMINATIONAL AND PRIVATE COLLEGES

The Fifth Legislature passed the following act providing for the issuance of teachers' certificates to graduates of certain colleges and the acceptance of credits from such colleges:

"BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA: Section 1. Any graduate of any college organized under the laws of the State of Oklahoma, and operated in the State of Oklahoma, requiring a four years college course for graduation, and which has entrance requirements equivalent to a regular four years high school course, and maintaining a course in education equivalent to the course of education in the University of Oklahoma, said course to be approved by the State Board of Education, shall, upon application to the State Superintendent of Public Instruction, and making proof of graduation from any such college and the completion of said course of study, be granted a life High School Certificate of the same rank as is granted to the graduates of the State University for the same class of work.

"Section 2. When any such college as referred to in Section 1, of this Act, has established its course of study and same has been approved by the State Board of Education, any credit made in such college, which would entitle the holder thereof to graduation in that subject, may be substituted within three years from the time the credit is granted, in lieu of an examination on that subject on any teachers' certificate." Approved March 12, 1915.

At a conference of the presidents of the denominational and private colleges of Oklahoma, held in the State Superintendent's office at Oklahoma City, May 17, 1915, the president and the Director of the School of Education of the State University being present, the following regulations were agreed upon in order to carry out the provisions of the foregoing act:

First, The Course in Education shall include four hours,—an hour being one recitation per week or its equivalent in laboratory exercises for one semester,—in General Psychology, four hours in methods of teaching specific subjects, and a sufficient amount of other work in

Education and Psychology to make the total at least 24 hours; the specific subjects in each case to be approved by the State Board of Education. The professional work in the School of Education of the University of Oklahoma consists of twenty-four hours in Education and Psychology including:

1. General Psychology, four hours, (in catalog as Philosophy 1);
2. Educational Psychology, two hours, (Education 2);
3. Genetic Psychology, two hours, (Philosophy 104);
4. Child Study, two hours, (Education 104);
5. Methods of teaching in major and minor subjects, four hours, (Education 131 to 144 inclusive);
6. Eight hours in elective educational subjects selected from the following:

Education 4. History of Education, Ancient and Medieval;
Education 5. History of Education, Modern;
Education 101. Principles of Education;
Education 102. The High School Program of Studies;
Education 103. High School Administration;
Education 105. Experimental Education;
Education 106. Elementary School Methods;
Education 107. Educational Classics;
Education 108. Secondary School Methods;
Education 109. Comparative School Systems;
Education 110. Principles of Moral Education;
Education 111. Social Phases of Education;
Education 112. City School Administration;
Education 113. Educational Measurements;
Education 114. Psychology of Retardation and Mental Deficiency;
Education 115. Industrial Education;
Education 116. Vocational Guidance;
Education 117. School Hygiene;
Education 118. Statistical Method;
Education 119. Rural Education;
Education 129. Practice Teaching;
Education 130. Practice Teaching;
Education 201. Philosophy of Education;
Education 202. Seminar in Educational Psychology;
Education 203. Current Educational Problems;
Education 204. Seminar in Educational Administration;
Education 205. The Psychology and Pedagogy of Reading.

(References above are to the catalog of the University.)

The twelve hours not specifically named in the foregoing general requirements may be selected from any of the elective courses indicated above.

Second. The head of the Department of Education must be a graduate of a standard college and must have a master's degree and by experience and training be especially fitted for the work in Education.

Third. Colleges desiring to secure the benefits of this law will be required to file an application giving a complete statement of plan of organization, faculty of college and preparatory department, course of instruction, students enrolled, plant and equipment, and financial statement. Blanks for this purpose may be obtained from the Secretary of the State Board of Education.

Fourth. The courses completed by the graduates of the denominational and private colleges must be certified in detail on blanks prescribed by the State Board of Education.

CONCLUSION

The foregoing laws and requirements are the outgrowth of plans and efforts put forth during the past four years for the purpose of uniting all of the educational forces in the state into one great correlated system for advancing and raising the standard of our schools. We desire that certificates for teachers be based upon broad scholarship and thorough preparation rather than upon the ability of an individual to answer questions submitted by an examining board in such a way as to secure what is considered a passing grade. A wise administration of these provisions by the State Superintendent and conscientious co-operation by the city superintendents and others interested in this subject will result in the elevation of the standard for teachers throughout the state.

It has not been our expectation that a great many of the high schools will be able to meet these requirements the first year. However, we do believe that a sufficient number will meet these requirements to justify the establishment of this plan. We are convinced that high school students finishing this course as prescribed will be far better qualified to teach than the average rural school teacher in the state today. In addition to this, it will enable many boys and girls to prepare themselves to teach under the care and protection of the home and without the expense of going away to school.

We further believe that the tendency of high schools

that do not meet these requirements at present will be to plan to meet them later. In this way the standard of teachers and equipment of high schools will be elevated and each year a larger number of boys and girls will be given an opportunity to do this normal training work at home.

In regard to the secondary agricultural schools, we are glad to be able to assist them by recognizing the work done by their students when they meet the requirements for certificates. We believe that they should be permitted to have the same advantages that are given to other schools, and will cheerfully extend to them these privileges when they have complied with these requirements. So far as the plan applies to the denominational or independent colleges, we will be glad to give them recognition when they have met the requirements and made their standard equal to the standard required by the State University of Oklahoma.

With us, it is not a question of where the teacher attended school, provided the school gave him scholarship broad enough and thorough enough to prepare him to teach. We solicit the support and co-operation of all who are interested in developing a bigger, broader and more economical school system. Thoroughness and adaptability to the work should be the main qualities of everyone who teaches the children of this state. In developing and promoting these new plans, I beg for your assistance by means of any suggestions you have to offer which will make the plan better, and with this in mind I appeal to everyone who reads this bulletin to offer any suggestions which they feel will make the plans stronger and more helpful.

Sincerely yours,

R. H. WILSON,

State Superintendent of Public Instruction.

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